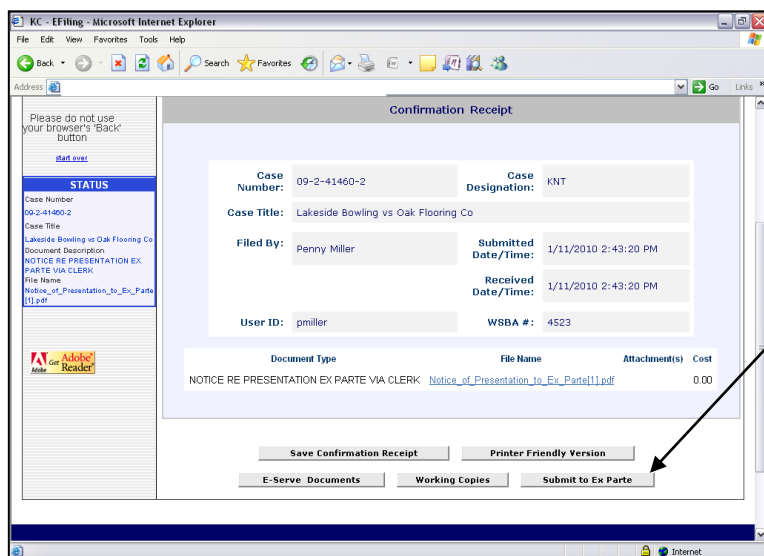


How to Electronically Submit Documents to Ex Parte via the Clerk

Matters subject to the mandatory e-filing requirements per King County Superior Court [LGR 30](#) are required to be e-filed; however, use of the E-Filing Application's Ex Parte via the Clerk component is optional. For those matters that are required to be presented via the Clerk, you may utilize the electronic component or you may deliver your documents to the Clerk's Office in paper form for presentation to the Ex Parte Department. Please see the 'Ex Parte via the Clerk' website for important process information: <http://www.kingcounty.gov/courts/Clerk/Ex%20Parte>

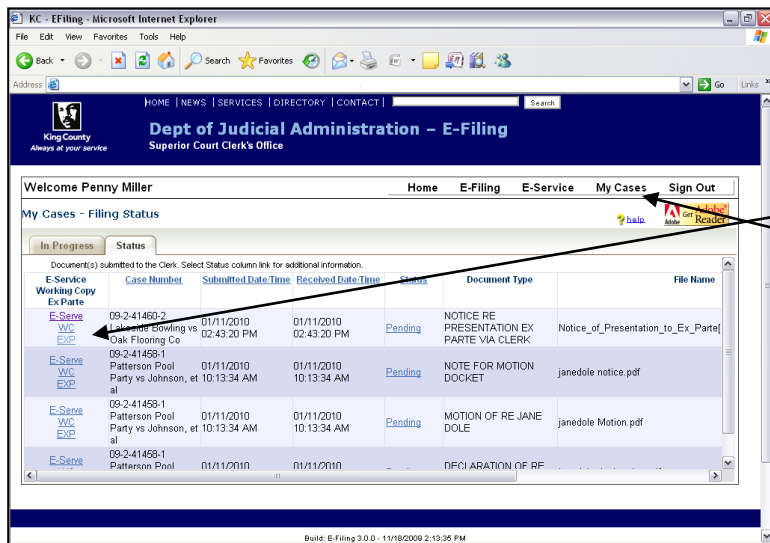
To access the 'Ex Parte via the Clerk' component of the E-Filing Application, you must first e-file at least one document. If your Ex Parte submission does not include a motion or other document to be filed in the case, you may e-file the 'Notice of Presentation' form as a pass-through document in order to access the Ex Parte via the Clerk component of the application, which may be found at <http://www.kingcounty.gov/courts/scforms>

Please note: The only document presented through 'Ex Parte via the Clerk' that will become part of the court file is the order signed by the commissioner. Any other documents intended to be part of the court file must be filed / e-filed separately.



Accessing E-Ex Parte via the Clerk

- If E-Filing a Document into an Existing Case, click 'Submit to Ex Parte' from your Confirmation Receipt. You may do this at the time of filing, or you may access the Ex Parte link from your "My Cases/Status menu" for 30 days post filing. (See new case process for more information on your status tab.)

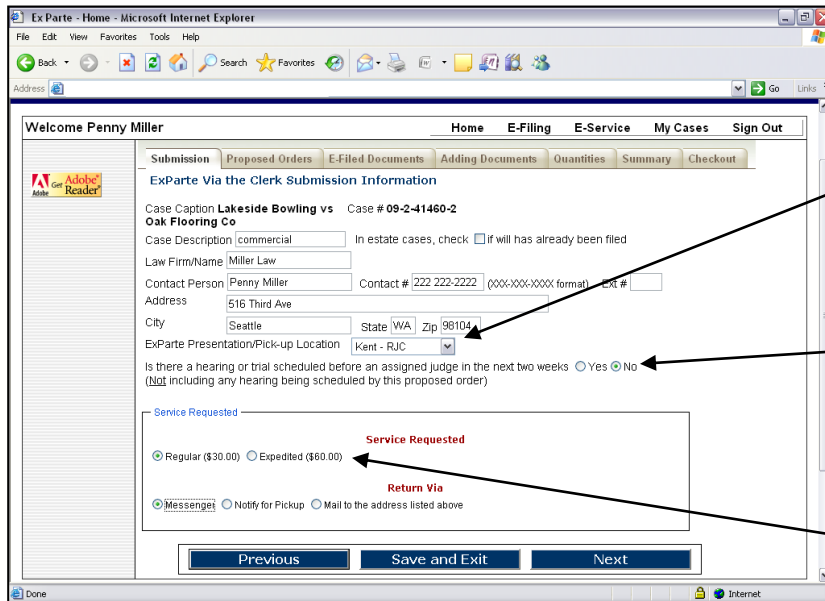
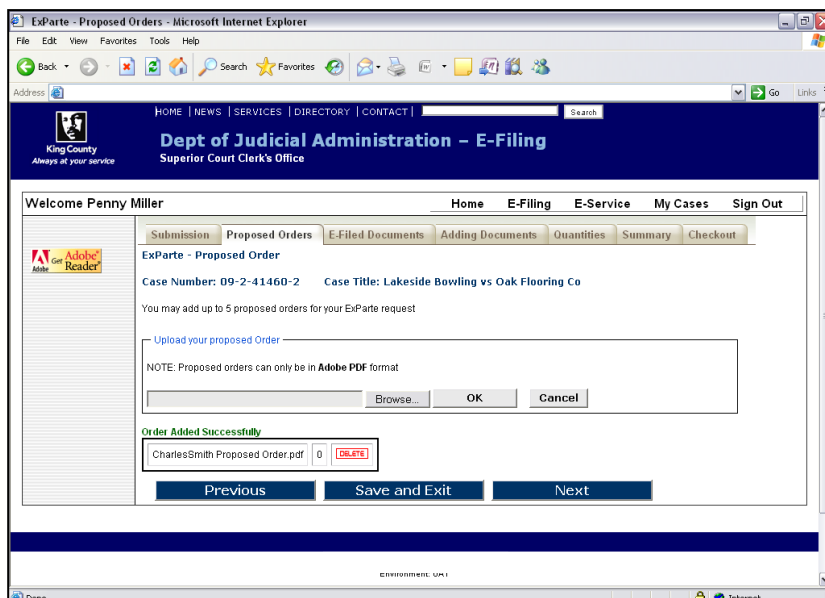


- If E-Filing a New Case click the E-Ex Parte via the Clerk "EXP" link from your 'My Cases>Status' tab after successfully e-filing your new case.

How to Electronically Submit Documents to Ex Parte via the Clerk

Submission Information

- Enter the '**Case Description**' (i.e., dissolution, unlawful detainer, commercial)
- Complete the **contact information** fields for the person to be contacted if there are any questions about the submission
- The **presentation location** is where you would like your order presented and picked up (NOTE: location is not the same as the case designation)
- If you indicate there is a **proceeding scheduled** within the next two weeks, the Clerk will provide a copy of the signed order to the assigned judge
- Choose **Regular** (scheduled 4 times daily) or **Expedited** (presented within 15 minutes of receipt) service
- Choose your return delivery method
 - If you select **messenger** remember to upload a slip under '**Adding Documents**' tab
 - If you select **mail** your documents will be mailed back to you free of charge for postage

Proposed Orders

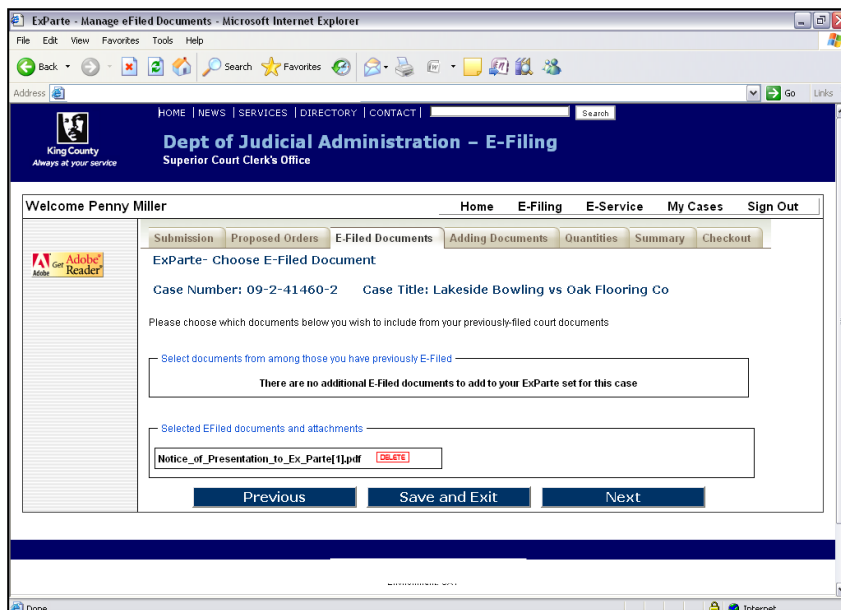
- Click '**Next**'
- Click '**Browse**' to upload your proposed order(s) (up to five) in PDF format
- NOTE: If this is a new case, remember to add the case number and designation to your proposed order(s) before you upload them. (You will find this information on your case schedule which is given to you through your E-Filing 'Confirmation Receipt'.)
- Click '**Next**'

How to Electronically Submit Documents to Ex Parte via the Clerk



E-Filed Documents

- Use the checkbox(es) to select the e-filed document(s) you would like included in your Ex Parte via the Clerk submission (NOTE: You must select at least one document)
- Click 'Add selected documents to my ex parte submission'



E-Filed Documents - continued

- The selected documents will move to the table at the bottom of the page
- Click 'delete' to remove a document from the submission
- Click 'Next' to continue

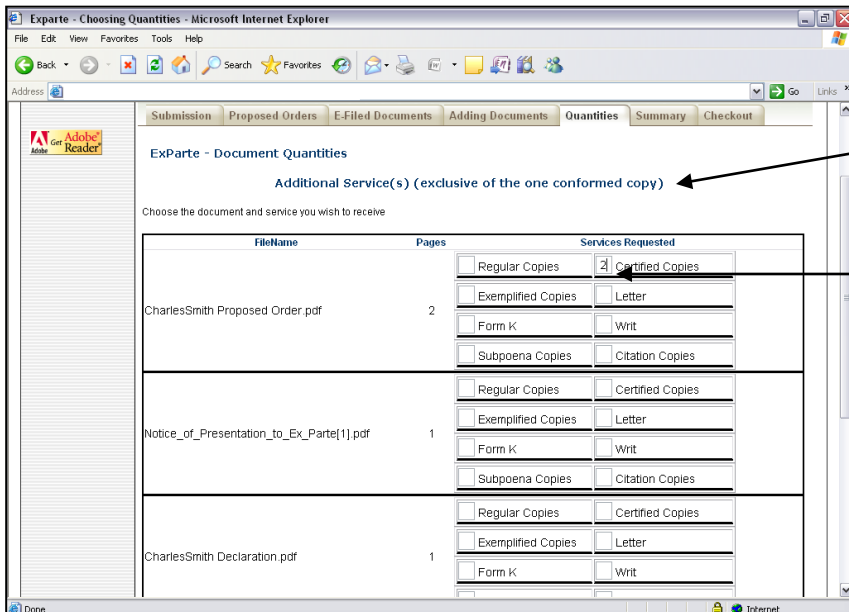


- Click **‘Browse’** to add an additional document(s) for the commissioner to consider (i.e., documents already filed, case law, writs or a messenger slip if appropriate). Note: these documents will not be filed, but they will be included in your Ex Parte submission.
- Click **‘Add Document’** to upload your chosen documents.



- The document will appear in the lower table

How to Electronically Submit Documents to Ex Parte via the Clerk



ExParte - Choosing Quantities - Microsoft Internet Explorer

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Summary Checkout

ExParte - Document Quantities

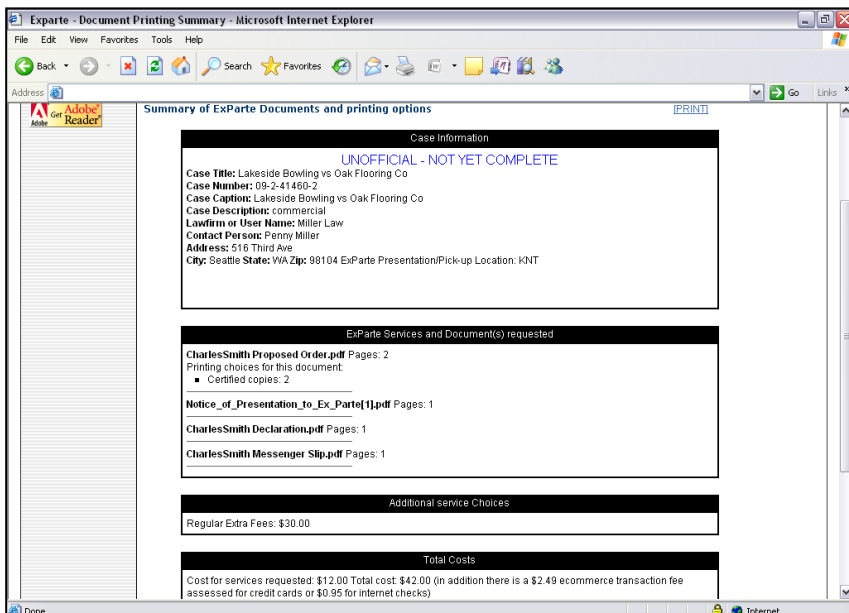
Additional Service(s) (exclusive of the one conformed copy)

Choose the document and service you wish to receive

FileName	Pages	Services Requested
CharlesSmith Proposed Order.pdf	2	<input checked="checked" type="checkbox"/> Regular Copies <input type="checkbox"/> Exemplified Copies <input type="checkbox"/> Form K <input type="checkbox"/> Subpoena Copies <input type="checkbox"/> Certified Copies <input type="checkbox"/> Letter <input type="checkbox"/> Writ <input type="checkbox"/> Citation Copies
Notice_of_Presentation_to_Ex_Parte[1].pdf	1	<input type="checkbox"/> Regular Copies <input type="checkbox"/> Exemplified Copies <input type="checkbox"/> Form K <input type="checkbox"/> Subpoena Copies <input type="checkbox"/> Certified Copies <input type="checkbox"/> Letter <input type="checkbox"/> Writ <input type="checkbox"/> Citation Copies
CharlesSmith Declaration.pdf	1	<input type="checkbox"/> Regular Copies <input type="checkbox"/> Exemplified Copies <input type="checkbox"/> Form K <input type="checkbox"/> Certified Copies <input type="checkbox"/> Letter <input type="checkbox"/> Writ <input type="checkbox"/> Citation Copies

Additional Services

- Remember that you will automatically receive one conformed copy of your order(s)
- You may request regular copies or certified copies of your order(s) and other clerk services such as writs, letters, citations and subpoenas
- Indicate the quantity (number) in the checkbox next to each additional clerk service you would like to order. Note: If you are requesting writs, subpoenas, or letters, you may simply indicate the quantity in the appropriate checkbox.



ExParte - Document Printing Summary - Microsoft Internet Explorer

Summary of ExParte Documents and printing options

Case Information

UNOFFICIAL - NOT YET COMPLETE

Case Title: Lakeside Bowling vs Oak Flooring Co
 Case Number: 09-2-41450-2
 Case Caption: Lakeside Bowling vs Oak Flooring Co
 Case Description: commercial
 Lawfirm or User Name: Miller Law
 Contact Person: Penny Miller
 Address: 516 Third Ave
 City: Seattle State: WA Zip: 98104 ExParte Presentation/Pick-up Location: KNT

ExParte Services and Document(s) requested

CharlesSmith Proposed Order.pdf Pages: 2
 Printing choices for this document:
 • Certified copies: 2

Notice_of_Presentation_to_Ex_Parte[1].pdf Pages: 1

CharlesSmith Declaration.pdf Pages: 1

CharlesSmith Messenger Slip.pdf Pages: 1

Additional service Choices

Regular Extra Fees: \$30.00

Total Costs

Cost for services requested: \$12.00 Total cost: \$42.00 (in addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$0.95 for internet checks)

Ex Parte Submission Summary

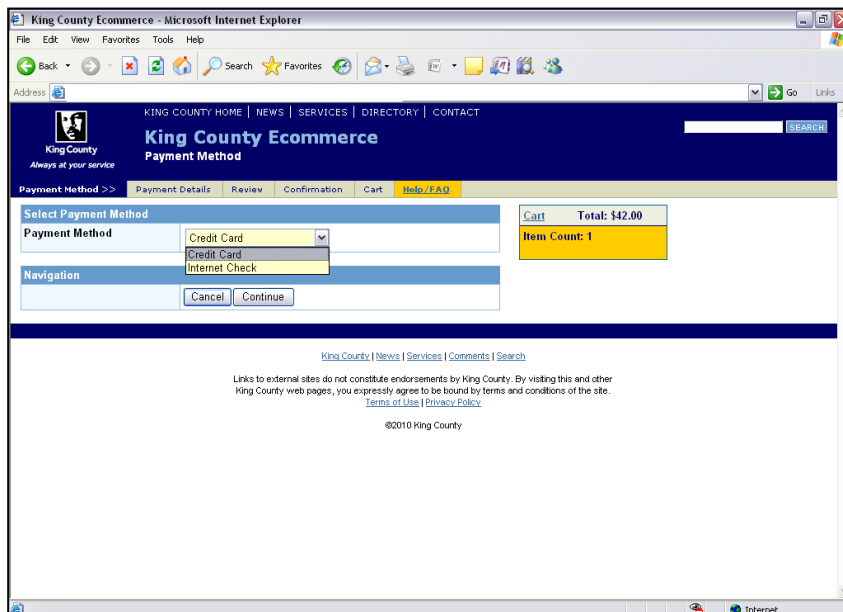
- Review the Summary of your Ex Parte submission, including additional services and total cost to be paid, prior to continuing
- Click 'Previous' to go back and make corrections if necessary

How to Electronically Submit Documents to Ex Parte via the Clerk



Checkout

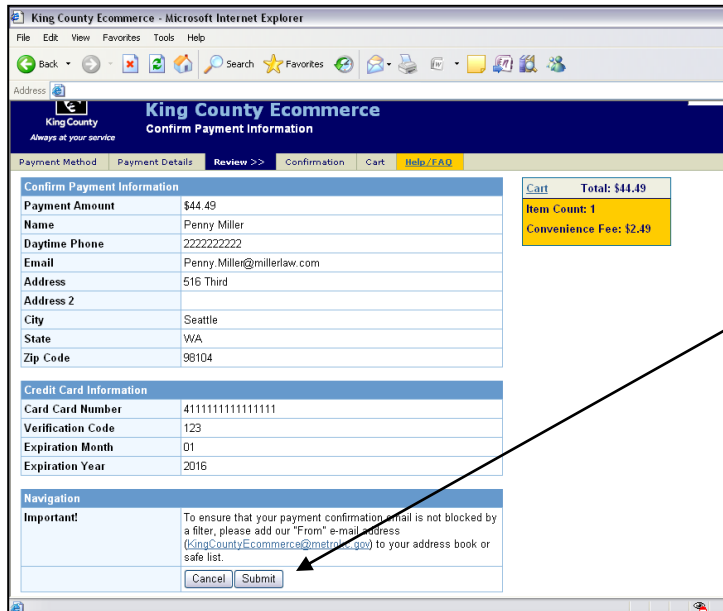
- Click 'Purchase this Ex Parte Request Now' to be redirected to a King County E-Commerce site to pay and finalize your Ex Parte submission



King County E-Commerce

- Payment can be made by Internet Check (entering bank routing and account number) or Credit Card (AMEX, VISA, MasterCard and Discover)

How to Electronically Submit Documents to Ex Parte via the Clerk



King County E-commerce - Microsoft Internet Explorer

Address: King County E-commerce

Payment Method: Payment Details: Review >> Confirmation: Cart: Help / FAQ

Confirm Payment Information

Payment Amount: \$44.49

Name: Penny Miller

Daytime Phone: 2222222222

Email: Penny.Miller@millerlaw.com

Address: 516 Third

Address 2:

City: Seattle

State: WA

Zip Code: 98104

Credit Card Information

Card Card Number: 4111111111111111

Verification Code: 123

Expiration Month: 01

Expiration Year: 2016

Navigation

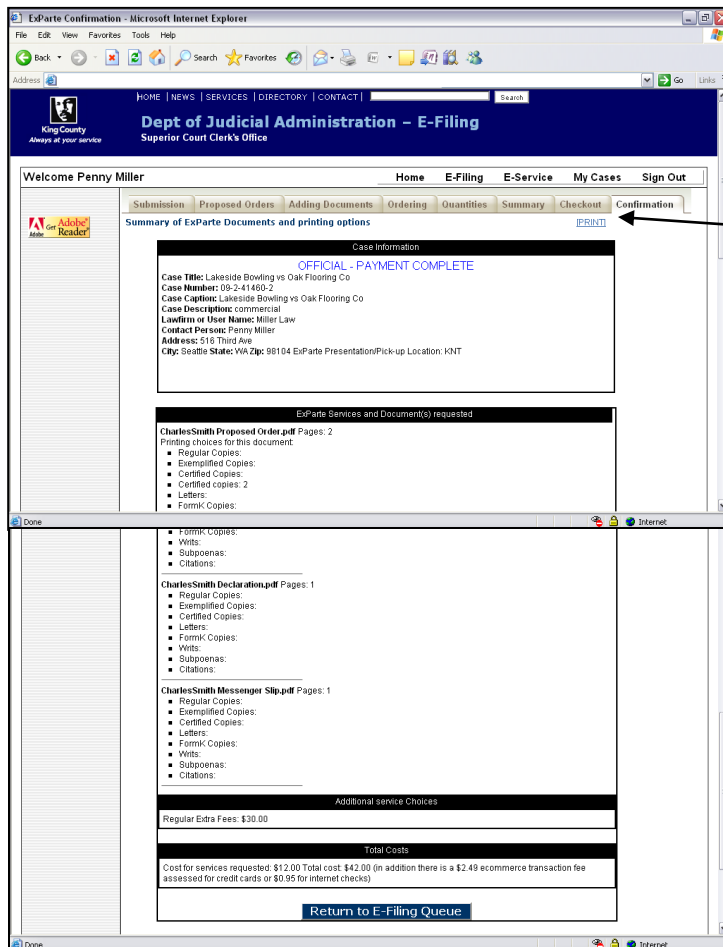
Important! To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metronet.gov) to your address book or safe list.

Cancel Submit

Cart Total: \$44.49
Item Count: 1
Convenience Fee: \$2.49

King County E-Commerce

- After entering your payment information click **'Submit'** to pay and be redirected back to the e-filing application
- A payment confirmation will be sent to the e-mail address you entered along with your payment information



ExParte Confirmation - Microsoft Internet Explorer

Address: King County

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
Always at your service

Dept of Judicial Administration - E-Filing
Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

Submission Proposed Orders Adding Documents Ordering Quantities Summary Checkout Confirmation

Summary of ExParte Documents and printing options

Case Information

OFFICIAL - PAYMENT COMPLETE

Case Title: Lakeside Bowling vs Oak Flooring Co

Case Number: 09-2-41480-2

Case Caption: Lakeside Bowling vs Oak Flooring Co

Case Description: commercial

Lawfirm or User Name: Miller Law

Contact Person: Penny Miller

Address: 516 Third Ave

City: Seattle State: WA Zip: 98104 ExParte Presentation/Pick-up Location: KNT

ExParte Services and Document(s) requested

CharlesSmith Proposed Order.pdf Pages: 2

Printing choices for this document:

- Regular Copies:
- Exemplified Copies:
- Certified Copies:
- Certified copies: 2
- Letters:
- FormK Copies:

CharlesSmith Declaration.pdf Pages: 1

- Regular Copies:
- Exemplified Copies:
- Certified Copies:
- Letters:
- FormK Copies:
- Witness:
- Subpoenas:
- Citations:

CharlesSmith Messenger Slip.pdf Pages: 1

- Regular Copies:
- Exemplified Copies:
- Certified Copies:
- Letters:
- FormK Copies:
- Witness:
- Subpoenas:
- Citations:

Additional service Choices

Regular Extra Fees: \$30.00

Total Costs

Cost for services requested: \$12.00 Total cost: \$42.00 (in addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$0.95 for internet checks)

Return to E-Filing Queue

Ex Parte via the Clerk Confirmation

- You may either print or save a copy of the **'Confirmation'** page for your records